



ARISTOTLE UNIVERSITY of THESSALONIKI

Key Action 1
- Mobility for learners and staff -
Higher Education Student and Staff Mobility

Inter-institutional¹ Agreement between Institutions from Programme and Partner Countries³

Agreement duration: 2018 - 2020²

To the Present Inter-Institutional Agreement an Annex is attached

[Minimum requirements]⁴

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. They commit to respect the quality requirements of the Erasmus Charter for Higher Education in all aspects related to the organisation and management of the mobility, in particular the recognition of the credits (or equivalent) awarded to students by the partner institution. The institutions also commit to sound and transparent management of funds allocated to them through Erasmus+.

A. Information about higher education institutions

Full name of the institution / country	Erasmus code or city ⁵	Contact details ⁶ (email, phone)	Website (eg. of the course catalogue)
Aristotle University of Thessaloniki	G THESSAL01	Institutional Coordinator/Head of the Office Full name: Georgiadou Ioanna Address: Department of European Educational Programmes, University Campus, Administration Building, 54124, Thessaloniki, Greece Tel: +30 2310 995293 Fax: +30 2310 995292 Email: eurep-projects@auth.gr	General University Webpage: https://eurep.auth.gr/en For Erasmus+ students: https://eurep.auth.gr/en Course catalogue: http://qa.auth.gr/en/studyguide/
Saint Petersburg University	Saint Petersburg	Institutional Coordinator/Head of International Office: Full name: Porodina Anna Address: Universitetskaya nab., 7/9, 199034 Saint-Petersburg, Russia Tel: +7(812)3287562 Fax: +7(812)3287562 Email: a.porodina@spbu.ru	General University Webpage: http://ifea.spbu.ru/en/ For Erasmus+ students: http://ifea.spbu.ru/en/ Course catalogue: http://www.ifea.spbu.ru/en/non-degree

			/academic-offer
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B. Mobility numbers⁷ for the academic years 2018-2020

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Study cycle * [short cycle, 1st , 2nd or 3rd]	Number of student mobility periods	
					Student Mobility for Studies [total number of study periods or average duration*] Up to*:	Student Mobility for Traineeships *
G THESSAL01	Saint Petersburg	All subject areas	All subject areas	1st 2nd 3rd	1 students x 5 months	1 students x 3 months
Saint Petersburg	G THESSAL01	All subject areas	All subject areas	1st 2nd 3rd	1 students x 5 months	1 students x 3 months

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Study cycle * [short cycle, 1st , 2nd or 3rd]	Number of staff mobility periods	
					Staff Mobility for Teaching [total number of days of teaching periods or average duration*] Up to*:	Staff Mobility for Training*
G THESSAL01	Saint Petersburg	All subject areas	All subject areas	1st 2nd 3rd	1 staff member x 5 days	1 staff member x 5 days
Saint Petersburg	G THESSAL01	All subject areas	All subject areas	1st 2nd 3rd	1 staff member x 5 days	1 staff member x 5 days

Additional information:

C. Recommended language skills

The sending institution, following agreement with the receiving institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

Receiving institution [Erasmus code or city]	Optional : Subject area	Language of instruction 1 (Official Language of Instruction)	Language of instruction 2	Recommended language of instruction ⁸			
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]	Language Certificate	Comments about language requirements
G THESS AL01	All subject areas	Greek	English	B2 - Vantage	B2 - Vantage	Required	See Annex
Saint Petersburg	All subject areas	Russian	English	B2 - Vantage		Not Required	Language of instruction 2 - English B2
Saint Petersburg	All subject areas	Russian	English		B2 - Vantage	Not required	Language of instruction 2 - English B2

For more details on the language of instruction recommendations, see the course catalogue of each institution

D. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **Programme Country** of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here: https://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter_en

The higher education institution(s) located in a Partner Country of Erasmus+ must respect the following set of principles and requirements:

The higher education institution agrees to:

- Respect in full the principles of non-discrimination and to promote and ensure equal access and opportunities to mobile participants from all backgrounds, in particular disadvantaged or

vulnerable groups.

- Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.
- Ensure recognition for satisfactorily completed activities of study mobility and, where possible, traineeships of its mobile students.
- Charge no fees, in the case of credit mobility, to incoming students for tuition, registration, examinations or access to laboratory and library facilities. Nevertheless, they may be charged small fees on the same basis as local students for costs such as insurance, student unions and the use of miscellaneous material.

The higher education institution located in a **Partner Country** of Erasmus+ further undertakes to:

Before mobility

- Provide information on courses (content, level, scope, language) well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.
- Ensure that outbound mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.
- Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or enterprises and the mobile participants.
- Provide assistance related to obtaining visas, when required, for incoming and outbound mobile participants. Costs for visas can be covered with the mobility grants. See the information / visa section for contact details.
- Provide assistance related to obtaining insurance, when required, for incoming and outgoing mobile participants. The institution from the Partner Country should inform mobile participants of cases in which insurance cover is not automatically provided. Costs for insurance can be covered with the organisational support grants. See the information / insurance section for contact details.
- Provide guidance to incoming mobile participants in finding accommodation. See the information / housing section for contact details.

During and after mobility

- Ensure equal academic treatment and services for home students and staff and incoming mobile participants and integrate incoming mobile participants into the institution's everyday life, and have in place appropriate mentoring and support arrangements for mobile participants as well as appropriate linguistic support to incoming mobile participants.
- Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Provide, free-of-charge, incoming mobile students and their sending institutions with transcripts in English or in the language of the sending institution containing a full, accurate and timely record of their achievements at the end of their mobility period.
- Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the institution and their peers.
- Ensure that staff is given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

E. Additional requirements

1. Aristotle University of Thessaloniki:

E1 Greek Language courses for Erasmus+ students

Courses at Aristotle University of Thessaloniki are officially taught in Greek. However, several courses are offered in other languages too, especially at the Foreign Language Faculties, Faculty of Law (courses in English, French and German language), School of Journalism & Mass Communication, and School of Economics. In all other cases, there are special arrangements for Erasmus+ students, such as assignment of essays in English with the use of English bibliography in small groups of students.

Information concerning courses and other academic matters can be obtained at the web site of the University <http://www.auth.gr/en/faculties>

There are courses organized specifically for Erasmus+ students with the support of the EU at the beginning of each semester: in October and in March (beginners' level). Moreover there are on-line courses at the beginning of each semester.

You can find more information at the School of Modern Greek Language of AUTH: <http://smg.web.auth.gr/wordpress/?lang=en>

E2 Administrative Issues

1. The participant must have adequate insurance coverage: The participants themselves are responsible for the insurance costs from the grant received for the realization of the mobility activity, if not covered by other means. The insurance must cover: health insurance, general liability insurance for Third party and personal accident coverage in a mandatory way depending on the type of the mobility (all grantees will have to submit the above mentioned documents upon arrival and registration)
2. Erasmus+ and International Office that manage the mobilities are obliged to inform and communicate to the nominated students and staff all the necessary information about their applications, documents, etc. by providing to them all the necessary guidelines and assistance
3. At the next section 'Financial Issues', please find details of the Erasmus+ International Programme (mobilities between institutions from Programme and Partner Countries) administration. Should changes occur, the Coordinator is obliged to inform the Partner Universities within reasonable time.

E3 Financial Issues

1. The Coordinator will be responsible of the financial administration in compliance with the guidelines and policies given by the European Commission and the National Agency.
The following terms are applied:
 - a. All grants and travel expenses for the Erasmus+ International Credit Mobility students will be covered by the Programme and subsequently by the Coordinator.
 - b. The Grant Agreement explicitly states that if the mobility does not take place, the grantee is obliged to return the grant received; both parts (grantees and Sending Institution) are to ensure the mobility.
 - c. All grantees will be sent the necessary information and guidelines prior to their arrival.
2. Students:
 - a. All Erasmus+ International Credit Mobility Students will receive the 80% of the grant upon arrival, opening of a bank account, and signature of the Grant Agreement. The 20% of the grant will be paid within 20 days after the successful submission of the on-line EU survey, *under the condition that funds have been deposited on time into AUTH's account by the National Agency*.
 - b. In exceptional documented cases and when the Sending Institution finds it necessary, the Coordinator could arrange to buy a travel ticket on behalf of the grantee (the cost of the travel ticket will be deducted from the grant).
3. Academic & Administrative Staff:
 - a. All Erasmus+ International Credit Mobility Academic and Administrative Staff

grantees are required to provide the details of a bank account in their country. The account has to be kept at a bank that cooperates with a Greek one (either directly or through an intermediary) in order to be able to receive and use the grant. The grantees are responsible to handle their bank details and communication

- b. The Academic and Administrative Staff grantees will be sent the 80% of the grant before their arrival at the Receiving Institution as well as upon signature of the Grant and Mobility Agreements. The Institution shall pay the remaining 20% of the grant to the above mentioned bank account within 45 days after the successful submission of the online EU survey, *under the condition that funds have been deposited on time into AUTH's account by the National Agency.*

E4 General Practicalities

In case Informative and promotional material is needed (e.g. brochures, leaflets and posters) by the Partner Universities, they will be developed in cooperation with Aristotle University of Thessaloniki, produced by Aristotle University of Thessaloniki and sent to the Partner Universities by post or other means.

Students with disabilities

Social and Health Policy Committee of AUTH was established in 1997 with the aim to facilitate students with disabilities. Services have been developed and updated according to European and International standards. There are several fields that Social and Health Policy Committee is getting involved, always aiming to make student life easier so that all students can focus on their academic demands.

Services available	
Students with visual impairment	<ul style="list-style-type: none"> - Converting books or notes in any file the student is using to study (text to speech, print them in Braille etc.)
Students with hearing disabilities	<ul style="list-style-type: none"> - Interpretation in Greek Sign language everywhere in the campus of our University during working hours. - Co-operation with Hellenic Federation of the Deaf in order to provide sign language interpreters for all lessons of deaf students. - Unfortunately we do not provide interpretations in other foreign sign languages.
Students with mobility disabilities	<ul style="list-style-type: none"> - We provide transportation to students with mobility disabilities from their residences to the campus and vice versa in an everyday basis.
Services to all students	<ul style="list-style-type: none"> - Blood donation days

- Connect students with other institutions so that they will be given the professional care they need depending on their issue.

Social and Health Policy Committee is always personalizing its services, adjusting them to the needs of every single student.

Contact details: Tel. (+30) 2310 995360, (+30) 2310 995386, (+30) 2310 991376
E-mail: socialcom@ad.auth.gr

2. Saint Petersburg University

Staff members should check the information concerning the opportunities for staff exchange (<http://ifea.spbu.ru/en/academic-staff-exchange-programme>) at Saint-Petersburg University and establish communication with SPbU Erasmus+ Staff Exchange Coordinator for more academic information and for better preparing of their application.

Nominations for staff mobility (training and teaching) are accepted throughout the year. Nominations are sent through email communication and with each nominated candidate contact details. Nominations should be sent to SPbU Erasmus+ Staff Exchange Coordinator no later than 2 months prior the visit takes place.

The selected candidates for staff mobility (training and teaching) should submit their applications to the receiving institution's coordinator via email within 2 weeks after their nomination.

The staff application should consist of the following scanned documents:

- Staff Exchange Application Form (will be sent to each participant by the SPbU Erasmus+ Staff Exchange Coordinator after nomination);
- Scanned copy of travelling passport (passport must be valid at least six months after the end of the exchange);
- Mobility Agreement (completed and signed by the participant and the sending institution)

F. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code or city]	Autumn term [month]	Spring term [month]
G THESSAL01	See Annex See Annex	
Saint Petersburg	For students: No later than 1st May	For students: No later than 15th October

	For staff: No later than 2 months before mobility starts	For staff: No later than 2 months before mobility starts
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Aristotle University of Thessaloniki:

2. After receiving the online/emailed application, AUTH will notify of its decision the Partner Universities and the applicants, within 4-6 weeks.

3. A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the assessment period has finished at the receiving HEI.

Saint Petersburg University

2. Following the receipt of the paper application (printed online application), SPbU will send its decision within 4-6 weeks.

3. A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the assessment period has finished at the receiving HEI.

4. Termination of the agreement

In the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1. The termination clauses must include the following disclaimer: "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."

G. Information

1. Grading systems of the institutions

It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions of the ECTS users' guide^{9}*

Aristotle University of Thessaloniki:

A scale of 1 to 10 applies to the marks of each subject in the Hellenic Higher Education

8,5-10	Άριστα (Arista) - Excellent
6,5-8,49	Λίαν Καλώς (Lian Kalos) - Very Good
5,00-6,49	Καλώς (Kalos) - Good
0-4,99	Ανεπιτυχώς (Anepitychos) - Fail

Saint Petersburg University

ECTS grade	points	mark	Russian-in words	English-in words
A	100-90	5.0	ОТЛИЧНО	EXCELLENT

				Outstanding performance
B	89-70	4.0	ХОРОШО	VERY GOOD
				Above the average standard but with some errors
D	69-50	3.0	УДОВЛЕТВОРИТЕЛЬНО	SATISFACTORY
				Fair but with significant shortcomings
F	49-0	2	НЕУДОВЛЕТВОРИТЕЛЬНО	FAILED
				Substantial improvement necessary; requirement of further work

2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
G THESSAL01	See Annex	https://eurep.auth.gr/en
Saint Petersburg	Petryanina Ekaterina tel: +7(812)3287562 email: e.petryanina@spbu.ru for students Medvedeva Julia tel: +7(812)3240888 email: j.medvedeva@spbu.ru for staff	http://ifea.spbu.ru/en/registration-of-foreign-citizens-coming-to-spbsu http://ifea.spbu.ru/en/

3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points

and information sources:

Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
G THESSAL01	See Annex	https://eurep.auth.gr/en
Saint Petersburg	Petryanina Ekaterina tel: +7(812)3287562 email: e.petryanina@spbu.ru for students Medvedeva Julia tel: +7(812)3240888 email: j.medvedeva@spbu.ru for staff	http://ifea.spbu.ru/en/ http://ifea.spbu.ru/en/



4. Housing

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
G THESSAL01	See Annex	https://eurep.auth.gr/en
Saint Petersburg	Petryanina Ekaterina tel: +7(812)3287562 email: e.petryanina@spbu.ru for students Medvedeva Julia tel: +7(812)3240888 email: j.medvedeva@spbu.ru for staff	http://ifea.spbu.ru/en/ http://ifea.spbu.ru/en/

H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ¹⁰
G THESSAL01	Professor, Dr. Ariadni Stogiannidou Vice Rector for Academic and Student Affairs	27-12-2018	
Saint Petersburg University (Saint Petersburg)	Mr. Sergey Andryushin Vice-Rector for International Affairs	18 12 20	

* Please refer to the attached Annex

Footnotes

- ¹ Inter-institutional agreements can be signed by two or more higher education Institutions (HEIs), at least one of them must be located in a Programme Country of Erasmus+.
- ² Higher Education Institutions have to agree on the period of validity of this agreement.
- ³ Erasmus+ Programme Countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals. Eligible Partner Countries are listed in the Programme Guide.
- ⁴ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership. Signing of this agreement entails acceptance of the attached Annex to it
- ⁵ Higher Education Institutions (HEI) from Erasmus+ Programme Countries should indicate their Erasmus code while Partner Country HEIs should mention the city where they are located.
- ⁶ Contact details to reach the senior officer in charge of this agreement.
- ⁷ Mobility numbers can be given per sending/receiving institutions and per education field (optional*: <http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>).
- ⁸ For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>
- ⁹ http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf
- ¹⁰ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation.